

Michigan Treasury Online Business Services




User Guide

Accessing Michigan Treasury Online Business Tax Services

After following the steps in the [Getting started with Michigan Business One Stop](#) user guide, you can access the Michigan Treasury Online Business Services web site. The first visit will require an access code or information from a previously filed Michigan Business Tax, Flow-Through Withholding or a Michigan Corporate Income Tax return. If a Michigan Treasury Online Business Tax Services Access Code letter *has not* been received, click the 'Request/Resend New Access Code' link.

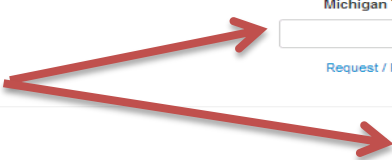
Step 1:

Enter the access code or shared secret information into the appropriate field and click .




Customer Authentication

Please enter your Michigan Treasury Online Access Code exactly as printed in the letter you received at your legal address. If you do not have your Michigan Treasury Online Access Code, you can enter the exact dollar amount of the Gross Receipts or Distributive Share Income, Tax Liability, and Refund from your previous tax return.




Michigan Tax Online Access Code



[Request / Resend New Access Code](#)

OR


*Tax Type	*Gross Receipts or Distributed Shared Income
<input type="text"/>	<input type="text"/>
*Tax Year	*Tax Liability
<input type="text"/>	<input type="text"/>
	*Refund
	<input type="text"/>



Step 2:

Next, complete the 'User Information' page and click

Submit



Department of Treasury

Michigan Treasury Online
Business Tax Services

MICHIGAN.GOV
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Website

Logout

User Information

* Required


Please enter the following information for yourself.

Social Security Number*	Title*
<input type="text" value="XXX"/> <input type="text" value="XX"/> <input type="text" value="XXXX"/>	<input type="text"/>
Driver's License State & Number*	Date of Birth* ⓘ
<input type="text" value="MI"/> <input type="text" value="XXXXXXXX"/>	<input type="text" value="mm/dd/yyyy"/>

Submit

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[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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PLEASE NOTE: The incorrect credentials message will appear if the incorrect access code or previously filed return information is entered incorrectly. After the **third** incorrect attempt, a lockout period of 24 hours will take place.



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Website

Logout

Customer Authentication

Please enter your Michigan Treasury Online Access Code exactly as printed in the letter you received at your legal address. If you do not have your Michigan Treasury Online Access Code, you can enter the exact dollar amount of the Gross Receipts or Distributive Share Income, Tax Liability, and Refund from your previous tax return.

Incorrect credentials

You have attempted to log in 1 times. Please make sure you are using the correct Michigan Treasury Online Access Code as printed in the letter you received at your legal address. If you do not have an access code, you can request one using the "Request / Resend New Access Code" link below.

Michigan Tax Online Access Code

[Request / Resend New Access Code](#)

OR

*Tax Type	*Gross Receipts or Distributed Shared Income
<input type="text"/>	<input type="text"/>

Navigating Michigan Treasury Online Business Tax Services

Step 1:

You are now able to navigate within the Michigan Treasury Online Business Tax Services site to change or add specific business information.

The first page that appears is the **'Taxpayer Data'** page.

PLEASE NOTE: Required fields will need to be completed before submitting any changes. First time users may have to enter information in blank required fields due to the Michigan Department of Treasury not having the information on file.

The screenshot shows the Michigan Treasury Online Business Tax Services interface. At the top, the header includes the Michigan Department of Treasury logo, the text 'Michigan Treasury Online Business Tax Services', and the Michigan.GOV logo. A dark blue bar contains the text 'Logout'. Below the header, the business name 'DOGWOOD GRAY' is displayed, along with 'Logged in as Jane L Smith'. A yellow box contains instructions: 'Clicking this button will submit all your changes' and 'Tabs with changes made in them are marked with a pencil icon'. A green 'Submit' button is present. A sidebar on the left lists menu items: 'Addresses', 'Taxpayer Representatives', 'Owners, Officers & Partners', 'Tax Types', 'EFT Application', 'Correspondence', 'Track Updates', and 'Discontinue Business'. The main content area is titled 'Taxpayer Data' and contains various fields for business information, some marked with a red asterisk (*). Annotations with arrows point to the business name, the menu, the Submit button, and the asterisk on the Company Name field.

Business name & user name.

DOGWOOD GRAY

Logged in as Jane L Smith

Submit

Clicking this button will submit all your changes

Tabs with changes made in them are marked with a pencil icon

Submits all changes made.

Click an item in the menu list to access that page.

Taxpayer Data

* Required

On this page you can view and edit basic information about you and your business. Some changes you make require approval of the Michigan Department of Treasury before your record is updated. Remember that your marked changes are not saved until you click the submit button above.

*Company Name or Owner's Full Name ⓘ

DOGWOOD GRAY

DBA or Assumed Name ⓘ

DBA or Assumed Name

*Primary Identification Number ⓘ

TR 9901029

SST Number ⓘ ME Number(s) ⓘ

*Business Ownership Type ⓘ

33 - Limited Partnership

*Business Code (NAICS) ⓘ | Find Code

311230

*Business Phone Number and Extension ⓘ

989 743 2554 Ext. Ext.

Number of Michigan Locations ⓘ

00001

Seasonal Filer ⓘ

☐ Check this box if you are a seasonal filer

*Tax Year End ⓘ

November

PLEASE NOTE: Required fields are marked with a red *.

Step 1 continued:

'Taxpayer Data' - Drop down menu options

*Business Ownership Type ⓘ

33 - Limited Partnership

10 - Individual Owner

20 - Husband/Wife Proprietorship

30 - Partnership

33 - Limited Partnership

35 - LLC - Sole Proprietor (Form 1040)

36 - LLC - Partnership (Form 1065)

37 - LLC - C Corporation (Form 1120)

38 - LLC - S Corporation (Form 1120-S)

39 - LLC - Wholly owned by another entity

40 - Michigan C Corporation

41 - Michigan Corporation - Subchapter S

50 - Foreign C Corporation

51 - Foreign Corporation - Subchapter S

60 - Trust or Estate

70 - Investment Club

80 - Fraternal Organization

90 - Other

Drop down menu list for 'Business Ownership Type' field.

*Tax Year End ⓘ

November

January

February

March

April

May

June

July

August

September

October

November

December

Drop down menu list for 'Tax Year End' field.

PLEASE NOTE: Fields that have the ⓘ icon next to them have additional information. This information will appear when hovering the mouse cursor over it. Example below:

Taxpayer Data

* Required

On this page you can view and update your information. Your information is not saved until you click the Save button.

*Company Name or Owner's Full Name ⓘ

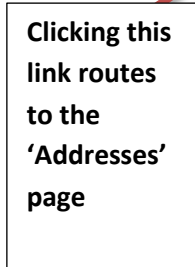
DOGWOOD GRAY

DBA ()

dscd

Include, if applicable, Corp, Inc, PC, LC, LLC, LLP, etc. Use owner's full name only if this is a sole proprietorship. If a company name is changed, you will receive a request for verification of that name change.

The next link in the menu list is to the **'Addresses'** page.



Clicking 'New' will open the page to enter additional addresses.

A list of current addresses on file with Michigan Department of Treasury will show here. In this example, only one address exists and can be edited.

Step 2 continued:

To add an address, click **+ New** and fill out all of the required fields. Clicking **Done** will complete the transaction. The change will not be submitted until **Submit** has been clicked.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Business

Addresses

On this page you can view, edit, update, and delete addresses related to your account. You can only have one legal, physical, and mailing address. You may have multiple additional location addresses. You are required to have a legal address and cannot delete your physical address. Remember that your marked changes are not saved until you click the submit button above.

New Additional Location Address

* Required

*Address Type ⓘ

*Effective Date

02/25/2014

Done Cancel

*Street Address ⓘ

Street Address

*City/State/Zip ⓘ

City Zip

*Country

United States

Choose an address type from the drop down list to enter a Physical, Mailing and/or Location address.

New Additional Location Address

* Required

*Address Type ⓘ

Physical
Mailing
Location

02/25/2014

Drop down menu list for 'Address Type'

Step 2 continued:

The yellow highlighted pencil indicates that information on the page has been changed or added.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Addresses

On this page you can view, edit, update, and delete addresses related to your account. You can only have one legal, physical, and mailing address. You may have multiple additional location addresses. You are required to have a legal address and cannot delete your physical address. Remember that your marked changes are not saved until you click the submit button above.

Legal Address

Your legal address is your primary address to which the Michigan Department of Treasury will send official notices and communication such as letters of inquiry, sales tax licenses, account change information, or assessments. It is important that your legal address remain current to assure timely receipt of communication from the Department. An address with a P.O. Box must include a street address.

Type	Address	
Legal	111 Smith St, Corunna MI 48817-1102	Edit

Other

+ New

Type	Address	
Mailing	111 Smith St, Corunna MI 48817-1102	Edit Delete

The new address will now appear with the option to 'edit' or 'delete'.

PLEASE NOTE: All address additions or changes in Michigan Treasury Online Business Tax Services will prompt an address validation.

Click on the preferred address and click Confirm or click Keep Original Input to continue.

Confirming your address

Select from the following list to confirm your correct address.

Please verify address. Did you mean

111 Smith St
Corunna MI 48817

111 Smith St
Corunna MI 48817-1102

Confirm

Keep Original Input

Step 3:

The next link in the menu list is to the **‘Taxpayer Representatives’** page.



Department of Treasury

Michigan Treasury Online

Business Tax Services



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Logout

DOGWOOD GRAY

Logged in as **Jane L. Smith**

• Clicking this button will submit all your changes

• Tabs with changes made in them are marked with a pencil icon

Submit

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

FT Application

Correspondence

Track Updates

Discontinue Business

Taxpayer Representatives

The Michigan Department of Treasury cannot disclose taxpayer information without authorization from the taxpayer. This page allows you to designate those individuals who can discuss your tax matters with the Department. Remember that your marked changes are not saved until you click the submit button above.

+ New

Name	Category
------	----------

Clicking this link routes to the ‘Taxpayer Representatives’ page.

Clicking ‘New’ will open the page to add a new or additional Payroll Service Provider(s) (PSP) and/or Authorized Representative(s) (POA).

Page | 8

Step 3 continued:

To add a Payroll Service Provider, click + New and fill out all of the required fields. Clicking Done will complete the transaction. The change will not be submitted until Submit has been clicked.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Taxpayer Representatives

The Michigan Department of Treasury cannot disclose taxpayer information without authorization from the taxpayer. This page allows you to designate those individuals who can discuss your tax matters with the Department. Remember that your marked changes are not saved until you click the submit button above.

New Representative

*** Required**

***Representative Type**

Payroll Service Provider (PSP) ▼

***Phone Number** ⓘ

XXX

XXX

XXXX

Ext.

Ext.

***Firm Name** ⓘ

Firm Name

***Firm's Street Address**

Street Address

***Fax Number**

XXX

XXX

XXXX

***Authorization Start Date** ⓘ

02/25/2014

***City/State/Zip** ⓘ

City

▼

Zip

***Country**

United States ▼

***Contact Name(s)** ⓘ

***Name**

Name

***Phone Number**

XXX

XXX

XXXX

Ext.

Ext.



Done

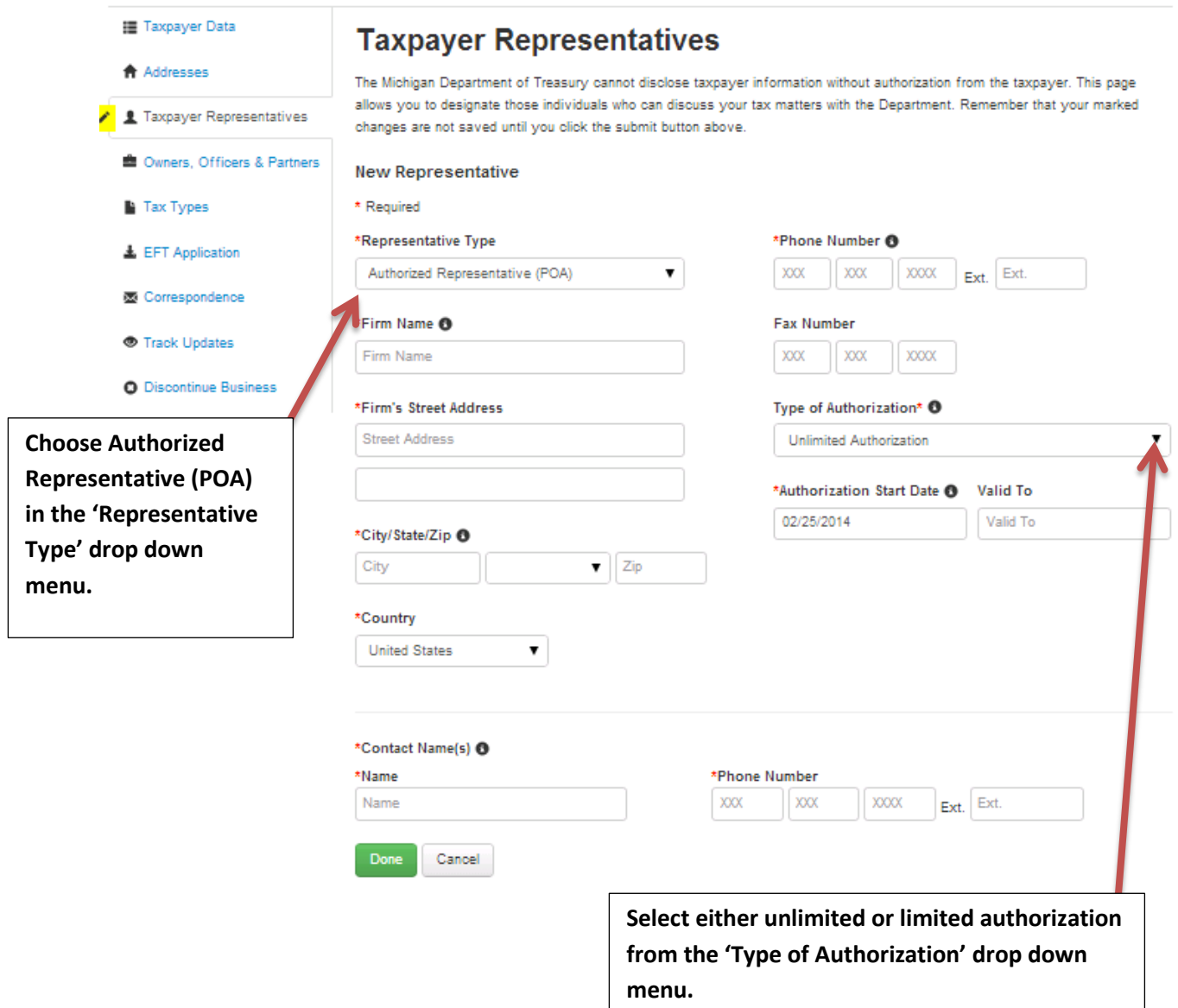
Cancel

Choose Payroll Service Provider (PSP) in the 'Representative Type' drop down menu Provider.

Step 3 continued:

To add an Authorized Representative, click  and fill out all of the required fields.

Clicking  will complete the transaction. The change will not be however, until  has been clicked.



The screenshot shows the 'Taxpayer Representatives' form. On the left is a sidebar with navigation links: Taxpayer Data, Addresses, Taxpayer Representatives (highlighted with a yellow icon), Owners, Officers & Partners, Tax Types, EFT Application, Correspondence, Track Updates, and Discontinue Business. The main form area is titled 'Taxpayer Representatives' and includes a disclaimer. Below this is the 'New Representative' section with various fields. A red arrow points from a text box to the 'Representative Type' dropdown menu, which is currently set to 'Authorized Representative (POA)'. Another red arrow points from a text box to the 'Type of Authorization' dropdown menu, which is currently set to 'Unlimited Authorization'. At the bottom of the form are 'Done' and 'Cancel' buttons.

Choose Authorized Representative (POA) in the 'Representative Type' drop down menu.

Select either unlimited or limited authorization from the 'Type of Authorization' drop down menu.

Step 3 continued:

If Limited Authorization has been selected, specific limitation options will be presented as shown below. Fill out the applicable fields. Clicking **Done** will complete the transaction. The change will not be submitted until **Submit** has been clicked.

Limited Authorization Options

Tax Options

Permitted actions ⓘ

- ☐ Receive, inspect and provide confidential information
- ☐ Represent me and make oral or written presentation, of fact or argument
- ☐ Sign returns
- ☐ Enter into agreements

Specific Limits ⓘ

Tax, Debt Type or Fee	Form Type	Assessment #	Starting Tax Period	Ending Tax Period ⓘ
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Additional Comments & Limitations ⓘ

Additional Comments & Limitations

Done

Cancel

Step 3 continued:

The screenshot shows the 'Taxpayer Representatives' page. On the left, a sidebar contains a list of menu items: 'Taxpayer Data', 'Addresses', 'Taxpayer Representatives' (highlighted with a yellow pencil icon), 'Owners, Officers & Partners', 'Tax Types', 'EFT Application', 'Correspondence', 'Track Updates', and 'Discontinue Business'. A red arrow points from the yellow pencil icon to a text box on the left. The main content area is titled 'Taxpayer Representatives' and includes a disclaimer: 'The Michigan Department of Treasury cannot disclose taxpayer information without authorization from the taxpayer. This page allows you to designate those individuals who can discuss your tax matters with the Department. Remember that your marked changes are not saved until you click the submit button above.' Below the disclaimer is a '+ New' button and a table with two columns: 'Name' and 'Category'. The table contains two rows: 'Payroll Business' with category 'Payroll Service Provider (PSP)' and 'POA Business' with category 'Authorized Representative (POA)'. Each row has 'Edit' and 'Delete' links. A red circle highlights these links, and a red arrow points from a text box below to the 'Payroll Business' row.

The yellow highlighted pencil indicates that information on the page has been changed or added.

The added Payroll Service Provider(s) and/or Authorized Representative(s) will now appear with the option to 'edit' or 'delete'.

PLEASE NOTE: When 'Delete' is selected you will be prompted to enter the authorization expiration date. Once the date is populated, click **Done**.

Enter the date for when this authorization has expired.

In order to delete this authorization (ADP), you must specify the date it is no longer valid in the field below.

This authorization is expired starting on...

02/20/2014

Done Cancel, I do not want to delete this authorization

Step 4:

The next link in the menu list is to the **‘Owners, Officers & Partners’** page.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Owners, Officers & Partners

This page allows you to add, delete and make changes to an owner, officer, or partner. Remember that your marked changes are not saved until you click the submit button above.

+ New

Name

Title

Clicking this link routes to the ‘Owners, Officers & Partners’ page.

Clicking ‘New’ will open the page to add an Owner, Officer and/or Partner.

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Step 4 continued:

To add an Owner, Officer and/or Partner, click new and fill out all of the required fields. Clicking **Done** will complete the transaction. The change will not be submitted until **Submit** has been clicked.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Owners, Officers & Partners

This page allows you to add, delete and make changes to an owner, officer, or partner. Remember that your marked changes are not saved until you click the submit button above.

New Owner, Officer, or Partner

* Required

*Type

Owner

*Owner, Officer, or Partner's Name

Name

*Title

Owner

*Effective Date

02/25/2014

*Date of Birth

*Social Security Number

XXX

XX

XXXX

*Phone Number

XXX

XXX

XXXX

Ext.

Ext.

Driver's License State & Number

MI

Driver's License

*Street Address

Street Address

*City/State/Zip

City

Zip

*Country

United States

Done

Cancel

Choose the applicable 'Type' in the drop down menu to add an Owner, Officer and/or Partner.

Drop down menu list for 'Title'.

*Title

Owner

Chief Administrative Officer

Chief Executive Officer

Chief Financial Officer

Chief Operations Officer

Compensation and Benefits Mgr

Controller

Director

Employee Relations Mgr/Adv.

Executive Director

General Manager

Human Resources Manager

Member

Of Counsel/Attorney

Operation Director

Other

Owner

Partner

General Partner

President

Resident Agent

Secretary

Superintendent

Treasurer

Trust Executive

Vice President

Drop down menu list for 'Type'.

New Owner, Officer, or Partner

* Required

*Type

Owner

Owner

Officer

Partner

Name

Step 4 continued:

DOGWOOD GRAY

Logged in as Jane L. Smith

- Clicking this button will submit all your changes
- Tabs with changes made in them are marked with a pencil icon

Submit

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Owners, Officers & Partners

This page allows you to add, delete and make changes to an owner, officer, or partner. Remember that your marked changes are not saved until you click the submit button above.

+ New

Name

Title

Bernie Gray

Partner

Edit

Delete

The yellow highlighted pencil indicates that information on the page has been changed or added.

The added Owner, Officer and/or Partner will now appear with the option to 'edit' or 'delete'.

Step 5:

The next link in the menu list is to the **'Tax Types'** page.

DOGWOOD GRAY
Logged in as **Jane L Smith**

Clicking this button will submit all your changes
Tabs with changes made in them are marked with a pencil icon

Submit

Tax Types

This page displays the taxes for which this business is currently registered. You may add, delete, and make changes to the registrations for this business. Remember that your marked changes are not saved until you click the submit button above. For more information on tax types in Michigan, [click here](#).

+ New

Type	Effective Date	
Payroll and Pension Withholding Tax	12/01/2013	Edit Discontinue
Flow-through Withholding	02/01/2014	Discontinue

Clicking this link routes to the 'Tax Types' page.

Clicking 'New' will open the page to add a tax type.

Existing or newly registered taxes will show in this list with the option to 'Edit' and/or 'Discontinue'.

PLEASE NOTE: When **'Discontinue'** is selected you will be prompted to enter the tax discontinuance date. Once the date is populated, click **Done** to continue.

Enter the date for when this tax has discontinued.

In order to delete this tax (Payroll and Pension Withholding Tax), you must specify the date it is no longer valid in the field below.

This tax is discontinued starting on...

02/20/2014

Done Cancel, I do not want to delete this tax

Step 5 continued:

To add a Tax Type, click **+ New** and fill out all of the required fields. Clicking **Done** will complete the transaction. The change will not be submitted until **Submit** has been clicked.

DOGWOOD GRAY

Logged in as Jane L. Smith

Clicking this button will submit all your changes

Tabs with changes made in them are marked with a pencil icon

Submit

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Tax Types

This page displays the taxes for which this business is currently registered. You may add, delete, and make changes to the registrations for this business. Remember that your marked changes are not saved until you click the submit button above. For more information on tax types in Michigan, [click here](#).

New Tax Type

* Required

*Tax Type

Sales Tax

*Effective Date

Valid From

*Estimated Monthly Payment

Up to \$65 (File Annually)

Up to \$300 (File Quarterly)

Over \$300 (File Monthly)

Done

Cancel

Drop down menu list for 'Tax Type'.

Airport Parking Tax

Aviation Fuel

Cigarette/Tobacco Tax

Commercial Mobile Radio Service

Convention Facility Development Tax

Corporate Income Tax

Environmental Michigan Underground Storage Tank Financial Assurance

Flow-through Withholding

Gasoline

Health Insurance Claim Assessment

Insurance Company Retaliatory

International Fuel Tax (IFTA)

Liquefied Petroleum Gas

Motor Fuel

Payroll and Pension Withholding Tax

Sales Tax

Tobacco Tax


Use Tax

Choose the proper 'New Tax Type' in the drop down menu to add a tax type and filing frequency if applicable.

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Step 6:


The next link in the menu list will route to the 'EFT Application' page.



Department of Treasury

Michigan Treasury Online

Business Tax Services



Michigan's
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Logout

DOGWOOD GRAY

Logged in as Jane L Smith

Clicking this link routes to the 'EFT Application' page.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

• Clicking this button will submit all your changes

• Tabs with changes made in them are marked with a pencil icon

Submit

Electronic Funds Transfer (EFT) Debit Application

* Required

On this page you can initiate the DEBIT application process to begin paying one or more business taxes by electronic funds transfer (EFT) debit method. If you wish to register to pay by CREDIT EFT credit method, follow this link to the paper form on Treasury's web site.

Tax Types

Tax Type	EFT Debit
Withholding Tax	<input type="checkbox"/>
Flow Through Withholding	<input type="checkbox"/>

The registered tax types will appear in this list.

Step 6 continued:

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Electronic Funds Transfer (EFT) Debit Application

* Required

On this page you can initiate the DEBIT application process to begin paying one or more business taxes by electronic funds transfer (EFT) debit method. If you wish to register to pay by CREDIT EFT credit method, follow this [link](#) to the paper form on Treasury's web site.

Tax Types

Tax Type	EFT Debit
Withholding Tax	<input checked="" type="checkbox"/>
Flow Through Withholding	<input type="checkbox"/>

Security Question

*What school did you attend in sixth grade? ⓘ

School Name

Authorization of Electronic Funds Transfer Debits

Terms & Conditions

I authorize the State of Michigan and its authorized contractor to make variable withdrawals by electronic transfer from the designated financial institution and account. I understand that only the withdrawals I authorize will be made and that this process is protected by a password and a user code. I understand that I may cancel this authorization at any time by sending a written notice to the address noted below. I agree to comply with the National Automated Clearing House Association Rules and Regulations about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law. If multiple signers are required to authorize a withdrawal of funds, all must sign this form.

☐ *I agree to the above terms and conditions

To initiate the DEBIT application process, click on the check box that represents the tax type selected and complete the security question.

Click the checkbox to agree to the terms and conditions agreement.

Step 7:

The next link in the menu list will route to the ‘Correspondence’ page.

Clicking this link routes to the ‘Correspondence’ page.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Correspondence

This page displays:

- Some outgoing correspondence to the taxpayer from the Michigan Department of Treasury regarding Corporate Income Tax, Michigan Business Tax, and Flow Through Withholding.
- Correspondence to the taxpayer from the department regarding business tax registration transactions that were submitted to the department after March 1, 2014.

This page does NOT display correspondence from the following units within Treasury:

- Audit Division
- Office of Collections
- Discovery Division
- Hearings Division
- Taxpayer Advocate's Office
- Technical Services Division

If you cannot view the tooltips, please [go to our tooltip help page](#) to view the tooltip text. This will open a new window.

Type	Date Sent	View PDF
General Message Letter	08/04/2014	View PDF
General Message Letter	07/17/2014	View PDF
General Message Letter	07/16/2014	View PDF
General Message Letter	07/16/2014	View PDF
General Message Letter	07/11/2014	View PDF
General Message Letter	06/12/2014	View PDF
General Message Letter	06/12/2014	View PDF
MTO Access Code	05/28/2014	View PDF

This page will display specific outgoing correspondence issued in regard to Michigan Business Tax, Corporate Income Tax, FTW and business registration transactions submitted after March 1, 2014.

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Step 7 continued:

View, save and/or print correspondence that has been issued by clicking on ‘View PDF’.

Michigan Department of Treasury
5078 (Rev. 11-13), Page 1

Business Taxes Registration Information Letter

Michigan Department of Treasury
Registration Section
PO Box 30775
Lansing, MI 48909
www.michigan.gov/taxes

DOGWOOD GRAY
111 Smith St
Corunna MI 48817

Notice Date: March 02, 2014
Refer To: Registration Section
Phone: (517) 636-6925

We have received your Registration for Michigan Taxes, however, information is missing or incomplete. You can provide this information by visiting Michigan Treasury Online.

In your list of owner, partners, or corporate officers, you did not include a Social Security Number for one or more of these individuals.

In your list of owner, partners, or corporate officers, you did not include a valid date of birth for one or more of these individuals.

In your list of owners, partners, or corporate officers, you did not include a valid title for one or more of these individuals.

To complete or change your information with Treasury, visit Michigan Treasury Online through Michigan Business One Stop at www.michigan.gov/business. You can see confirmation of the foregoing in the Track Updates section of Michigan Treasury Online.

icon

Michigan Department of Treasury regarding Corporate Income Tax, Michigan
g business tax registration transactions that were submitted to the
its within Treasury:

Date Sent	View PDF
02/25/2014	View PDF
02/25/2014	View PDF
02/23/2014	View PDF

[Web Sites](#)
[Security Policy](#)
an

Clicking on ‘View PDF’ opens a PDF version of the letter that was issued.

Step 8 continued:

View, save and/or print the confirmation of the changes by clicking on **‘View PDF’**.

CONFIRMATION OF PRIOR TREASURY ONLINE CHANGE
CONFIRMATION NUMBER:200000000441
SUBMITTED ON: 02/25/2014

TAX PAYER DATA		
Field Name	Old Value	New Value
DBA Name	dsdcdstf	dsdcdstf12


Services

Logout

Submit

ation below includes the confirmation number you changes you have made.

Review Status	View PDF
Processed	View PDF
Processed	View PDF



Clicking on ‘View PDF’ opens a PDF version of the confirmation of changes that have been submitted.

Step 9:

The next link in the menu list will route to the ‘Discontinue Business’ page.

DOGWOOD GRAY

Logged in as Jane L Smith

Clicking this button will submit all your changes

Tabs with changes made in them are marked with a pencil icon

Submit

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

Discontinue Business

* Required

On this page you can report the complete cessation of business activity by the taxpayer. This might be a complete termination of the business operation, or a sale of the business to a third party, or a combination of the two. If the taxpayer will continue some business operations but will no longer be liable for certain taxes, use the "Tax Types" tab to discontinue those specific taxes.

*Date to Discontinue Business and All Taxes

mm/dd/yyyy

Contact Address After Discontinuance or Sale

*Street Address

Street Address

*City/State/Zip

City

MI

Zip

*Country

United States

Discontinue Business

Clicking this link routes to the ‘Discontinue Business’ page.

PLEASE NOTE: When ‘Discontinue Business’ is selected, you will be prompted to validate the address. Click on the preferred address and select **Discontinue Business** to continue.

Discontinue Business Confirmation

Remember that you must submit the entire application using the green submit button at the top of the page in order for changes to be sent to the Michigan Department of Treasury. Selecting the confirmation button below, claiming that the selected date is when all your taxes should be discontinued, does not mean your application has been submitted.

Please verify address by clicking. Did you mean....

111 Smith St
Corunna MI 48817

111 Smith St
Corunna MI 48817-1102

Discontinue Business

Cancel, I do not want to discontinue my business

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Step 9 continued:

After the address validation, enter the additional information needed on the ‘Discontinue Business’ page and click Discontinue Business.

Taxpayer Data

Addresses

Taxpayer Representatives

Owners, Officers & Partners

Tax Types

EFT Application

Correspondence

Track Updates

Discontinue Business

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*Date to Discontinue Business and All Taxes

02/25/2014

Contact Address After Discontinuance or Sale

*Street Address

111 Smith St, Corunna MI 48817-1102

*City/State/Zip

Lansing

MI

48906

*Country

United States

Discontinue Business

*Are you selling your business?

Yes, I am selling all of my business

*Date All or Part of Business Sold

mm/dd/yyyy

Buyer's Name

Name

Buyer's Address

Street Address

Street Address

City/State/Zip

City

MI

Zip

Country

United States

*Are you selling your business?

No, I am not

No, I am not

Yes, I am selling part of my business

Yes, I am selling all of my business


Drop down menu list for ‘Are you selling your business?’.

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Submitting all changes

Step 1:

'Submit' is clicked after completing all additions and/or changes.

- Clicking this button will submit all your changes
- Tabs with changes made in them are marked with a pencil icon 

Submit

Step 2:

Once submit is clicked, confirm the changes made by clicking

Yes, I want to submit everything

.

Wait! Are you sure you want to submit everything?

Clicking submit **sends all of the changes** you have made on **every tab** to the Michigan Treasury. This means that changes to addresses, representatives, etc. will all be sent together. If you are not finished making all changes on every tab, click the cancel button.

Changes to be submitted

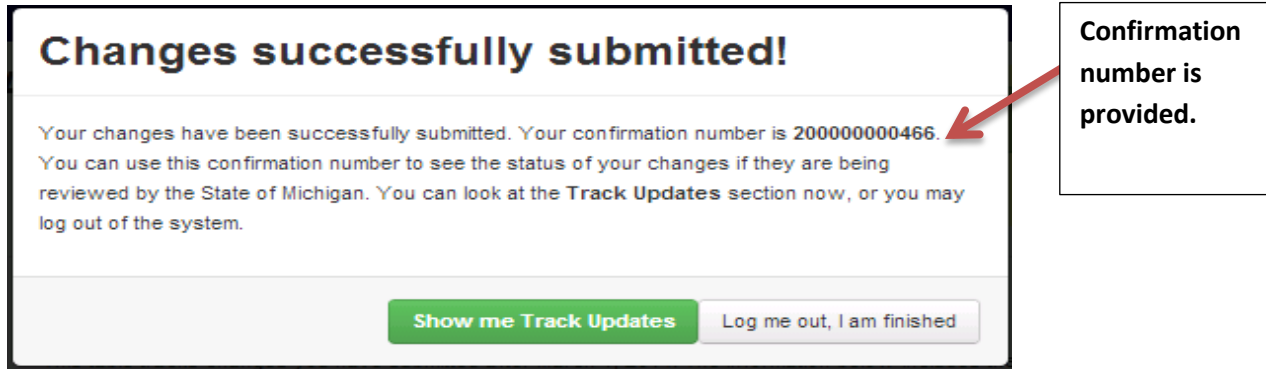
- CREATE POSITION - Bernie Grey

Yes, I want to submit everything

Cancel submit, I am not finished with my changes

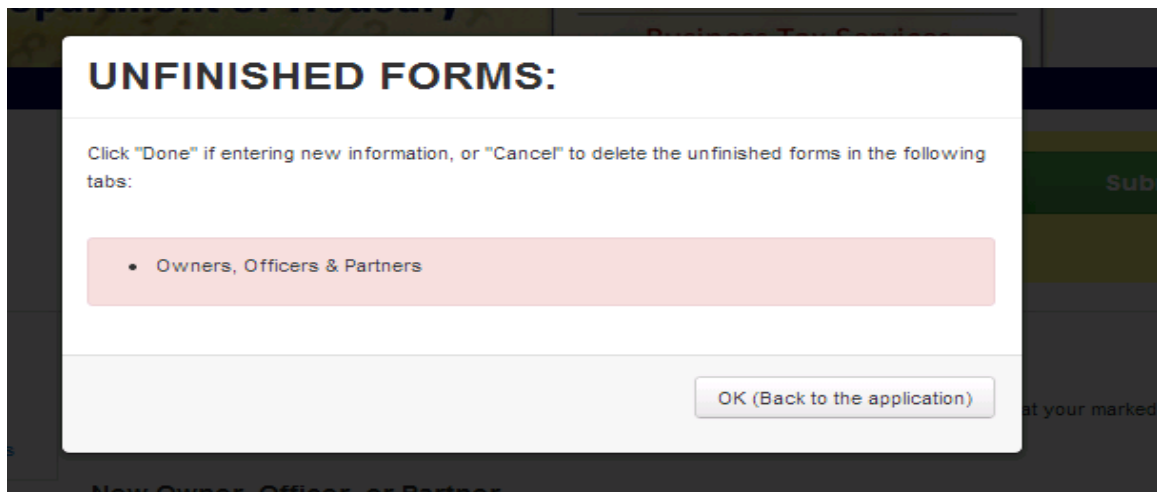
Step 3:

Next, a successful submission message appears providing an opportunity to log out or view 'Track Updates'.



Additional Message Examples

The Unfinished Forms message will appear when a page has been left incomplete. The information will need to be completed or canceled before submission. In the example below, 'Done' was not clicked on the 'Owners, Officers & Partners' page prior to submission.



Additional Message Examples continued

A warning message appears if the page has been left unattended for 20 minutes. Choose to either stay on the screen or be logged off.

